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**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0001 REVENUE & AUDIT**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Budget</b>
0001-02 PERMANENT WAGES	743,665	743,665	743,665	758,945
0001-06 PREMIUM PAY	1,670	1,670	0	1,670
<b>Line Item Detail</b>				
1 Overtime				1,670.00
		Line Items Total		1,670.00
0001-08 LONGEVITY	5,213	5,213	5,213	4,882
0001-11 SHIFT DIFFERENTIAL	95	95	95	95
<b>Line Item Detail</b>				
1 Shift Differential				95.00
		Line Items Total		95.00
0001-12 FICA	46,287	46,287	46,287	58,568
<b>Line Item Detail</b>				
1 FICA				58,567.79
		Line Items Total		58,567.79
0001-14 PENSION	84,298	84,298	84,298	115,682
<b>Line Item Detail</b>				
1 MMO				115,682.00
		Line Items Total		115,682.00
0001-16 INSURANCE - EMPLOYEE GRP	282,282	282,282	282,282	356,244
<b>Line Item Detail</b>				
1 INS				356,244.00
		Line Items Total		356,244.00
0001-26 PRINTING	760	760	760	760
<b>Line Item Detail</b>				
1 Managed Print Service - per IT				760.00
		Line Items Total		760.00
0001-28 MILEAGE REIMBURSEMENT	475	475	0	300
<b>Line Item Detail</b>				
1 Misc Mileage - Harrisburg				300.00
		Line Items Total		300.00

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0001 REVENUE & AUDIT**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Budget</b>
0001-32 PUBLICATIONS & MEMBERSHIP	2,490	2,490	2,180	4,140
<b>Line Item Detail</b>				
1 CCH / Wolters Kluwer - State Tax Guide				1,800.00
2 GuideStar Pro Subscription Form 990 Database				2,000.00
3 PA Business Privilege Tax Association - 2 Active Memberships (Tricia Dickert and Michael Zumas)				100.00
4 PA Business Privilege Tax Association - 6 Associate Memberships (Tax Examiners)				240.00
		Line Items Total		4,140.00
0001-34 TRAINING & PROF. DEVELOP	4,940	4,940	4,940	5,600
<b>Line Item Detail</b>				
1 PA Business Privilege Tax Association - Annual Conference				4,400.00
2 PA Business Privilege Tax Association - Conference Registration				1,200.00
		Line Items Total		5,600.00
0001-42 REPAIRS & MAINTENANCE	238	238	0	0
0001-46 OTHER CONTRACT SERVICES	11,400	15,879	13,000	2,000
<b>Line Item Detail</b>				
1 TITLE SEARCHES				500.00
2 STENOGRAPHER/TRANSCRIPTS				1,500.00
		Line Items Total		2,000.00
0001-50 OTHER SERVICES & CHARGES	47,500	24,100	30,000	47,500
<b>Line Item Detail</b>				
1 Filing fees for Civil Complaints and Executions				45,820.00
2 Lexis Nexis				1,680.00
		Line Items Total		47,500.00
0001-68 OPERATING MATERIALS & SUPP	1,063	1,063	1,063	1,100
<b>Line Item Detail</b>				
1 Other materials/supplies				1,100.00
		Line Items Total		1,100.00
0001-72 EQUIPMENT	950	950	950	2,450
<b>Line Item Detail</b>				
1 Office Equipment				950.00
2 Cash Receipt Validator Replacement (if needed)				1,500.00

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**0001     REVENUE & AUDIT**

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&amp;E</i>	<i>2022 Budget</i>
		Line Items Total		2,450.00
0001-90 REFUNDS	133,000	183,000	133,000	200,000
<b><i>Line Item Detail</i></b>				
1 Refunds of various taxes & fees from the General Fund				200,000.00
		Line Items Total		200,000.00
<b>Total    REVENUE &amp; AUDIT</b>	<b>1,366,326</b>	<b>1,397,405</b>	<b>1,347,733</b>	<b>1,559,936</b>

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## PROGRAM DETAIL

<b>Bureau:</b> Finance	<b>No:</b> 000-02-0602	<b>Department:</b> Finance	<b>Program:</b> Revenue and Audit	<b>Program No:</b> 0001
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### Program Description:

This program administers the billing policy and procedures for City Real Estate Tax, Residential Trash assessments, Stormwater Utility assessments, Business Licenses and Business Privilege Tax. The program manages the appropriate customer service, cashiering, tax certifications, business applications and account maintenance for real estate and business database files, as well as the central source for processing bankruptcy claims, filing municipal liens and providing payoff amounts thereof for claims levied for the benefit of the Solid Waste and Stormwater enterprise funds. In addition, this program acts as the City's in-house enforcement mechanism for delinquent general fund tax claims and municipal claims for the above-mentioned funds. Enforcement includes filing non-traffic citations, civil complaints, obtaining judgments and executing thereupon to levy the personal property of the debtor for recovery of the delinquent amounts. The enforcement arm also engages in intensive discovery of unregistered business accounts, researches all current and prior case law to ensure tax deficiency assessments hold legal water and to detect new sources of revenue relevant to evolving case law.

### Goal(s):

- To oversee the proper administration and recovery of all General Fund Tax revenue and Solid Waste and Stormwater fund revenue, including customer service and database maintenance.
- To expand revenue bases by investigating, developing, and implementing new revenue-producing programs.
- To develop new applications, policies, and procedures to automate and increase efficiency to achieve the above goals.
- To provide quality service to the City of Allentown's taxpayers.

### Measurable Budget Year Objectives and Long-Range Targets:

- To increase the recovery rate of all duly assessed taxes and municipal claims.
- To perfect municipal claims in accordance with the Municipal Claims and Tax Lien Act.
- To recover unpaid or underpaid tax claims by audit, assessment and civil action against non-filers of Business Privilege Tax.
- To implement a pay by credit card and/or E-check environment for taxpayers and licensed businesses to settle their financial obligations to the City without using the U.S. Postal Service or by entering City Hall in person.
- To implement online Business License Applications, approvals, and rejections.
- To update Business Privilege Tax regulations, adding a bright-line economic nexus in addition to its current active presence nexus, with the intention of including remote sellers of goods and services into the City's business tax base, as suggestion by South Dakota v. Wayfair (2018).
- Perform regular performance reviews of Revenue and Audit staff to ensure measurable objectives can be met and receive feedback from staff on effectiveness of policy and procedure.

## Impact/Output Measures

	ACTUAL		ACTUAL		ACTUAL		ACTUAL		ACTUAL		YTD 9/23/2021		BUDGET	
	2016		2017		2018		2019		2020		2021		2022	
	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$
Total Revenue Billings (2nd and 3rd Billings Compound)	82,234	\$ 60,694,313	80,282	\$ 60,368,942	80,852	\$ 67,691,359	82,167	\$ 77,734,470	88,224	\$ 95,609,122	67,172	\$ 75,646,651	83,000	\$ 82,000,000
Current Year ("CY") Real Estate Tax Compliance Rate	-	95.96%	-	95.95%	-	96.16%	-	96.29%	-	95.52%	-	92.14%	-	95.99%
CY Residential Trash Assessment Compliance Rate	-	96.01%	-	96.36%	-	96.50%	-	96.34%	-	96.54%	-	92.80%	-	96.46%
CY Stormwater Utility Compliance Rate	-	-	-	-	-	96.46%	-	96.15%	-	96.46%	-	87.69%	-	96.36%
Delinquent Business Privilege Tax Collections	3,684	\$ 1,319,269	2,987	\$ 1,646,803	3,594	\$ 1,689,524	3,529	\$ 1,777,026	2,469	\$ 1,965,901	1,626	\$ 979,231	3,600	\$ 2,065,000
Business Privilege Tax Audits Cleared	3	\$ 135,232	12	\$ 314,566	39	\$ 520,760	132	\$ 517,807	281	\$ 525,954	124	\$ 271,482	175	\$ 500,000
End of Year AR for Business Privilege Tax Assessments	-	-	-	-	-	-	241	\$ 1,079,483	130	\$ 501,093	113	\$ 438,222	175	\$ 400,000
Municipal Liens Filed (2016-2017 Still Open Only)	616	\$ 828,775	581	\$ 381,809	217	\$ 396,157	243	\$ 400,670	369	\$ 566,063	160	\$ 245,885	275	\$ 450,000
Municipal Liens Cleared (Revenues include Court Costs)	302	\$ 368,708	264	\$ 204,938	72	\$ 124,625	73	\$ 72,586	263	\$ 399,262	218	\$ 800,308	285	\$ 350,000
Municipal Lien Interest Recovered	272	\$ 100,391	125	\$ 46,249	130	\$ 47,987	131	\$ 48,534	154	\$ 68,310	135	\$ 76,675	175	\$ 90,000
Municipal Lien Cost Benefit Ratio	-	11.47	-	6.51	-	10.51	-	6.59	-	16.75	-	72.45	-	15.00
Civil Actions Filed	-	-	-	-	-	-	-	-	86	\$ 549,520	21	\$ 109,062	100	\$ 500,000
Civil Actions Cleared (Revenues include Court Costs)	-	-	-	-	-	-	-	-	47	\$ 227,314	16	\$ 47,956	55	\$ 260,000
Civil Action Cost Benefit	-	-	-	-	-	-	-	-	-	16.52	-	14.27	-	16.25
Delinquent Trash Claims Recovered	1,338	\$ 814,142	1,279	\$ 832,969	1,254	\$ 848,315	1,161	\$ 668,026	1,018	\$ 654,324	699	\$ 432,399	1,100	\$ 675,000
Delinquent Stormwater Utility Claims Recovered	-	-	-	-	-	-	693	\$ 89,769	1,011	\$ 138,436	710	\$ 116,384	1,000	\$ 150,000
Bankruptcy Claims Processed	-	-	-	-	-	-	-	-	15	\$ 38,704	4	\$ 6,875	20	\$ 50,000
Business Accounts Opened	1,421	-	1,465	-	1,471	-	1,373	-	1,171	-	963	-	1,500	-
Total Delinq Recovery, BPT, BL, Trash, SWU, Interest, Misc.	6,316	\$ 2,566,673	5,864	\$ 2,871,550	6,180	\$ 3,123,900	6,522	\$ 3,180,400	6,631	\$ 3,140,496	4,440	\$ 1,787,228	6,750	\$ 3,200,000

See Excel Sheet for Impact/Output Measures

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000        GENERAL**  
**02        FINANCE**  
**0602      FINANCE**  
**0003      FINANCE & BUDGET ADMINISTRATION**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Budget</b>
0003-02 PERMANENT WAGES	394,654	402,098	402,098	437,424
0003-04 TEMPORARY WAGES	300	300	300	300
<b>Line Item Detail</b>				
1 temp wages				300.00
		Line Items Total		300.00
0003-08 LONGEVITY	3,414	3,414	3,414	5,066
0003-12 FICA	30,585	30,585	30,585	33,873
<b>Line Item Detail</b>				
1 FICA				33,873.44
		Line Items Total		33,873.44
0003-14 PENSION	33,719	33,719	33,719	41,315
<b>Line Item Detail</b>				
1 MMO				41,315.00
		Line Items Total		41,315.00
0003-16 INSURANCE - EMPLOYEE GRP	112,913	112,913	112,913	127,230
<b>Line Item Detail</b>				
1 INSURANCE				127,230.00
		Line Items Total		127,230.00
0003-26 PRINTING	500	500	400	500
<b>Line Item Detail</b>				
1 Managed Print Service - per IT				500.00
		Line Items Total		500.00
0003-28 MILEAGE REIMBURSEMENT	250	0	0	0
0003-32 PUBLICATIONS & MEMBERSHIP	1,140	1,140	1,140	1,530
<b>Line Item Detail</b>				
1 National GFOA Agency Dues including: Internal Audit Manager Finance Operations Manager Finance Deputy Director Financial Analyst Treasury Manager Finance Director				1,140.00



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**0003      FINANCE & BUDGET ADMINISTRATION**

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&amp;E</i>	<i>2022 Budget</i>
<b><i>Line Item Detail</i></b>				
2 PA GFOA Membership - 4 staff members				300.00
3 NIGP Membership for Deputy Finance Director				90.00
		Line Items Total		1,530.00
0003-34 TRAINING & PROF. DEVELOP	3,200	3,200	1,000	5,000
<b><i>Line Item Detail</i></b>				
1 GFOA conferences and trainings				5,000.00
		Line Items Total		5,000.00
0003-46 OTHER CONTRACT SERVICES	50,000	49,500	40,000	25,000
<b><i>Line Item Detail</i></b>				
1 Financial Advisory Services				25,000.00
		Line Items Total		25,000.00
0003-50 OTHER SERVICES & CHARGES	2,000	100	100	2,000
<b><i>Line Item Detail</i></b>				
1 Legal Advertising				2,000.00
		Line Items Total		2,000.00
0003-68 OPERATING MATERIALS & SUPP	1,000	2,296	2,000	1,000
<b><i>Line Item Detail</i></b>				
1 Miscellaneous Office Supplies				1,000.00
		Line Items Total		1,000.00
0003-72 EQUIPMENT	0	1,976	375	0
<b>Total    FINANCE &amp; BUDGET ADMINISTRATION</b>	<b>633,675</b>	<b>641,741</b>	<b>628,044</b>	<b>680,238</b>

## PROGRAM DETAIL

<b>Bureau:</b> Finance	<b>No:</b> 000-02-0602	<b>Department:</b> Finance	<b>Program:</b> Finance & Budget Administration	<b>Program No:</b> 0003
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### Program Description:

This program supervises all areas incorporated into the Department of Finance. This program also coordinates and produces the City's annual budget, monitors and modifies the budget during the fiscal year, reviews budget transfers, and prepares ordinances amending the adopted budget. The program arranges appropriate bond sales and structures debt refinancing. The director interacts with the Pension Board, overseeing pension investments. The director manages the short and long-term investments of operating cash. A cooperative effort with other departments produces the Five-Year Financial Plan annually.

### Goal(s):

- To work cohesively with the other bureaus/programs within the department.
- To provide oversight of each department's budget throughout the year.
- To continually seek strategies to improve the financial position and management of the City.
- To produce an annual balance budget aligning with the City's overall strategic vision.

### Measurable Budget Year Objectives and Long-Range Targets:

- To report and provide information to the Mayor, City Council, Department Heads, and Bureau Managers to facilitate the use of the City budget as a tool for conscientious financial management.
- To make the entire budget process a cooperative effort with all involved City personnel.
- To monitor debt service requirements and work with the designated underwriter to seek refunding opportunities.
- Produce publicly available financial reports to monitor the City's finances.
- Produce annual balanced budget with accurate revenue and expense projections.

<b>Impact/Output Measures</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 YTD</b>	<b>2022 Target</b>
Number of budget-review meetings with each department	2	3	20	30	25
Number of financial reports made publicly available	12	12	24	13	25
Number of budget transfers completed	70	55	40	39	40
Outstanding General Obligation Debt per Capita	\$1773	\$2000	\$2100	\$753	\$714
General Fund Revenue Projection Accuracy	87%	88%	90%	97%	97%
General Fund Expense Projection Accuracy	87%	88%	90%	93.5%	94%
Number of Finance staff meetings	20	25	40	5	10
Number of processes audited and/or updated	7	8	11	10	10

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**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000        GENERAL**  
**02        FINANCE**  
**0602      FINANCE**  
**0004      ACCOUNTING & FINANCIAL MANAGEMENT**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Budget</b>
0004-02 PERMANENT WAGES	478,288	501,232	501,232	591,278
<b>Line Item Detail</b>				
1 New 2022 position- Treasury & Accounting Coordinator				49,810.00
		Line Items Total		49,810.00
0004-04 TEMPORARY WAGES	17,415	17,415	17,415	0
0004-06 PREMIUM PAY	1,900	1,900	1,900	1,900
<b>Line Item Detail</b>				
1 OVERTIME				1,900.00
		Line Items Total		1,900.00
0004-08 LONGEVITY	6,117	6,117	6,117	5,433
0004-12 FICA	49,056	49,056	49,056	46,092
<b>Line Item Detail</b>				
1 FICA/MED				46,092.09
		Line Items Total		46,092.09
0004-14 PENSION	76,634	76,634	76,634	66,104
<b>Line Item Detail</b>				
1 PENSION COST				66,104.00
		Line Items Total		66,104.00
0004-16 INSURANCE - EMPLOYEE GRP	256,620	256,620	256,620	203,568
<b>Line Item Detail</b>				
1 INS				203,568.00
		Line Items Total		203,568.00
0004-26 PRINTING	1,636	600	600	1,636
<b>Line Item Detail</b>				
1 DEPT PRINTER - F8144 AP\PR\PENSION CHECK PRINTER				256.52
2 DEPT PRINTER - F8145 FRONT WINDOW PRINTER				879.52
3 DEPT PRINTER - Y7767 BACK OFFICE PRINTER; IT MANAGED PRINT SERVICE				500.00
		Line Items Total		1,636.04
0004-28 MILEAGE REIMBURSEMENT	100	0	389	200

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0004 ACCOUNTING & FINANCIAL MANAGEMENT**

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&amp;E</i>	<i>2022 Budget</i>
<b><i>Line Item Detail</i></b>				
1 Mileage reimbursement				200.00
		Line Items Total		200.00
0004-32 PUBLICATIONS & MEMBERSHIP	1,235	1,235	1,235	1,490
<b><i>Line Item Detail</i></b>				
1 PA GFOA				375.00
2 AICPA and PICPA x2				645.00
3 SHRM membership x1				270.00
4 Morning Call yearly subscription - Payroll				200.00
		Line Items Total		1,490.00
0004-34 TRAINING & PROF. DEVELOP	2,500	3,857	2,500	6,000
<b><i>Line Item Detail</i></b>				
1 ACFE seminars				500.00
2 PICPA				1,300.00
3 CPE credits requirement for Accountants				500.00
4 GFOA conferences and training				3,500.00
5 CPA License Renewal				200.00
		Line Items Total		6,000.00
0004-42 REPAIRS & MAINTENANCE	500	0	0	500
<b><i>Line Item Detail</i></b>				
1 Safe Maintenance				500.00
		Line Items Total		500.00
0004-46 OTHER CONTRACT SERVICES	8,000	9,320	9,920	27,500
<b><i>Line Item Detail</i></b>				
1 Comprehensive Annual Financial Report submission to GFOA				1,000.00
2 OPEB Valuation				9,500.00
3 GASB 67/68				7,500.00
4 ACT 205 Forms				5,500.00
5 Actuarial Services				4,000.00
		Line Items Total		27,500.00
0004-54 Repair and Maintenance Supplies	0	9	0	0

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000        GENERAL**  
**02        FINANCE**  
**0602      FINANCE**  
**0004      ACCOUNTING & FINANCIAL MANAGEMENT**

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&amp;E</i>	<i>2022 Budget</i>
0004-56 UNIFORMS	1,000	702	1,000	0
0004-68 OPERATING MATERIALS & SUPP	1,200	2,602	1,802	1,642
<b><i>Line Item Detail</i></b>				
1 Versa checks, Accounts Payable, Pension and Payroll checks, miscellaneous office supplies not available in-house, thermal paper, binders				700.00
2 1099M, 1099R and W2 Tax Forms				500.00
3 Chair Mats 8X38.00				342.00
4 Batteries, stamps, ink and computer accessories				100.00
		Line Items Total		1,642.00
0004-72 EQUIPMENT	1,200	632	632	3,700
<b><i>Line Item Detail</i></b>				
1 Four computer monitors				1,200.00
2 Two Vari Desks				1,000.00
3 Chair and desk for Accountants				1,500.00
		Line Items Total		3,700.00
<b>Total    ACCOUNTING &amp; FINANCIAL MANAGEMENT</b>	<b>903,401</b>	<b>927,931</b>	<b>927,052</b>	<b>957,043</b>

## PROGRAM DETAIL

<b>Bureau:</b> Finance	<b>No:</b> 000-02-0602	<b>Department:</b> Finance	<b>Program:</b> Treasury & Accounting	<b>Program No:</b> 0004
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### Program Description:

This program performs all activities necessary to ensure proper accounting for and financial reporting of all City funds and account groups. Major activities include posting the books of accounts and the preparation of interim and annual financial reports in addition to a variety of special purpose reports. This program administers the City's debt and the Fixed Asset Management systems, and monitors trustee investment activities for City-administered pension plans and invested Sinking Fund Debt Escrow Accounts. This program receives and invests all City funds and administers the City's Cash Management Program. This program also manages the Accounts Payable system for all funds. Additionally, Subsequent to January 1, 1997, the Home Rule Charter mandates that the payroll functions shall be part of the budgetary structure of the Finance Department. This program is responsible for the payment of all City wages and pension payments for the three City administered pension plans.

### Goal(s):

Continue to improve the accounting and budgetary control reporting systems which are based on Generally Accepted Accounting Principles (GAAP) and to continue to Prepare the annual Comprehensive Annual Financial Report in accordance with GAAP.  
Prudently manage the City's cash, including prompt recording of all cash receipts by appropriate source, prompt deposit of all cash receipts, and investing available cash in accordance with policy recommended by the Investment Advisors and approved by City Council.  
To provide efficient and accurate processing of payroll, pension, withholding and Federal, State, and Local reporting. In addition, automate where applicable to be more efficient in the payroll process.

### Measurable Budget Year Objectives and Long-Range Targets:

Continue the integration and automation of various accounting systems.  
Maintain the fiscal stability of the municipal pension funds by continuing the implementation of the pension Recovery Ordinance and the requirements of State Act 205 passed in 1984, and by monitoring the investment performance of the asset managers in comparison to other published performances.  
Monitor returns on invested funds.  
Monitor pension funds.  
Develop an Accounting Policies and Procedures manual.  
Continue refining the automated Accounts Payable process with TD Bank: E-Payables.  
Implement Credit Card payment.  
Process all current and retired (City's pension plan) employees' bi-weekly compensation.  
Prepare and distribute pension payments for the City's three pension plans.  
Prepare and file all Federal, State and Local reporting timely and provide quality internal customer service to our employees.

Impact/Output Measures	2019 Actual	2020 Actual	2021 YTD	2022 Target
Accounts Payable:				
Checks Issued	5,302	4,036	2,190	4,000
Direct Payments	176	189	115	189
SUA Cards				
Interest earned General Fund	\$303,334	\$65,457	\$17,437	\$50,000
Payroll -Regular				
Checks issued bi-weekly	60	50	80	80
Direct Deposit issued bi-weekly	642	793	872	890
Payroll - Pension (Bi-Weekly)				
Checks Issued	30	28	27	27
Direct Deposit	608	555	560	600

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000        GENERAL**  
**02        FINANCE**  
**0602      FINANCE**  
**0005      PROCUREMENT**

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&amp;E</i>	<i>2022 Budget</i>
0005-02 PERMANENT WAGES	307,658	307,658	307,658	306,956
0005-08 LONGEVITY	2,710	2,710	2,710	2,974
0005-12 FICA	23,743	23,743	23,743	23,710
<b>Line Item Detail</b>				
1 FICA/MED				23,709.65
		Line Items Total		23,709.65
0005-14 PENSION	38,317	38,317	38,317	41,315
<b>Line Item Detail</b>				
1 MMO				41,315.00
		Line Items Total		41,315.00
0005-16 INSURANCE - EMPLOYEE GRP	128,310	128,310	128,310	127,230
<b>Line Item Detail</b>				
1 Insurance				127,230.00
		Line Items Total		127,230.00
0005-26 PRINTING	500	500	100	300
<b>Line Item Detail</b>				
1 Managed Print Service - per IT				300.00
		Line Items Total		300.00
0005-32 PUBLICATIONS & MEMBERSHIP	1,095	1,721	1,721	1,650
<b>Line Item Detail</b>				
1 PAPPA dues for five employees @ \$15 each				75.00
2 NIGP Agency Dues - 1st employee is \$190/\$90 for each additional employee				550.00
3 NAPCP Membership @ \$495.00				495.00
4 NPI Membership				130.00
5 NPI Award of Excellence Submission				400.00
		Line Items Total		1,650.00
0005-34 TRAINING & PROF. DEVELOP	8,000	6,794	3,500	6,500
<b>Line Item Detail</b>				
1 Training Seminars/Webinars				800.00
Seminars range from \$125 to \$495/each				



**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0005 PROCUREMENT**

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&amp;E</i>	<i>2022 Budget</i>
<b><i>Line Item Detail</i></b>				
2 NIGP Forum for One Staff Member Includes Registration, Travel, Hotel, Meals, etc. Estimated at \$2,500/person				2,500.00
3 Area II Conference for 2 Staff Members Includes Registration, Travel, Hotel, Meals, etc.				1,700.00
4 Application and Exam Fee for 2 Employees to Receive their CPPB Certification				1,360.00
5 CPPB Digital Prep for 2 Staff Members				140.00
		Line Items Total		6,500.00
0005-50 OTHER SERVICES & CHARGES	250	298	50	200
<b><i>Line Item Detail</i></b>				
1 Advertising of Bids and RFPs				200.00
		Line Items Total		200.00
0005-56 UNIFORMS	0	124	0	0
0005-68 OPERATING MATERIALS & SUPP	1,250	862	700	1,000
<b><i>Line Item Detail</i></b>				
1 Miscellaneous office supplies				1,000.00
		Line Items Total		1,000.00
0005-72 EQUIPMENT	0	216	214	250
<b><i>Line Item Detail</i></b>				
1 Misc. As Needed Computer Peripheral Items Coded to Account 72				250.00
		Line Items Total		250.00
<b>Total    PROCUREMENT</b>	<b>511,833</b>	<b>511,253</b>	<b>507,023</b>	<b>512,085</b>

## PROGRAM DETAIL

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<b>Bureau:</b> Finance	<b>No:</b> 000-02-0602	<b>Department:</b> Finance	<b>Program:</b> Procurement	<b>Program No:</b> 0005
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### Program Description:

This program provides for the centralized purchasing function for goods and services utilized by all City operating bureaus. This program monitors the purchasing process for compliance with established purchasing regulations and procedures, processing and maintaining all purchase orders, preparing and reviewing all formal Requests for Quotes, Invitations to Bid, and Requests for Proposal, performing product testing and research and purchase coordination to maximize bulk and quantity discounts. This program also oversees contract administration and compliance and the p-card program.

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### Goal(s):

The goal of the Purchasing Office is to procure materials, supplies, and services to meet the essential needs of the City departments, bureaus, and elected officials at the lowest possible cost consistent with the quality needed for the proper and effective operation of City government.

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### Measurable Budget Year Objectives and Long-Range Targets:

- Decrease time to generate purchase order after receipt of requisition.
- Decrease time to process change orders to purchase orders.
- Establish yearly pricing for like items to expedite ordering.
- Establish a contract pricing list accessible to all departments to ensure contracted pricing is utilized by all departments in the City.
- Increase the number of formal solicitations issued.
- Increase the number of responses received for formal solicitations.
- Reduce the number of purchase orders issued.
- Reduce the number of blanket purchase orders issued.
- Increase the number of p-card transactions.
- Increase the amount of p-card spend.
- Increase p-card revenue
- Conduct at least 5 vendor outreach events.
- Increase the number of vendors registered with Public Purchase
- Establish Cooperative spreadsheet accessible to all departments to ensure all cooperatives are utilized by all departments in the City.

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<b>Impact/Output Measures</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Budgeted</b>
Number of Formal Solicitations Issued	23	23	25	19	25
Number of Responses to Solicitations Received	3.7	3	4	2.27	4.5
Number of Purchase Orders Issued	936	789	550	584	500
Number of Blanket PO's Issued	302	241	200	214	200
Number of p-card transactions	3624	3499	4000	2917	4250
Amount of p-card spending	\$1,025,500	\$1,652,137	\$1,750,000	\$1,128,727.88	\$1,800,000
Amount of P-card rebate		\$7,404	\$8,500	\$8,885	\$9,000
Number of vendor outreach events	5	0	4	0	5
Number of vendors registered with Public Purchase	1,014	1,090	1,200	1,158	1,250

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0006 GENERAL SUPPORT SERVICES**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Budget</b>
0006-02 PERMANENT WAGES	93,917	93,917	93,917	98,681
<b>Line Item Detail</b>				
1 Permanent Wages				11.00
		Line Items Total		11.00
0006-04 TEMPORARY WAGES	0	600	578	0
0006-06 PREMIUM PAY	500	500	500	500
<b>Line Item Detail</b>				
1 Overtime				500.00
		Line Items Total		500.00
0006-08 LONGEVITY	1,014	1,014	1,014	1,120
0006-12 FICA	7,282	7,282	7,282	7,673
<b>Line Item Detail</b>				
1 FICA				7,673.03
		Line Items Total		7,673.03
0006-14 PENSION	15,327	15,327	15,327	16,526
<b>Line Item Detail</b>				
1 Pension				16,526.00
		Line Items Total		16,526.00
0006-16 INSURANCE - EMPLOYEE GRP	51,324	51,324	51,324	50,892
<b>Line Item Detail</b>				
1 Insurance				50,892.00
		Line Items Total		50,892.00
0006-24 POSTAGE & SHIPPING	150,000	133,000	150,000	175,000
<b>Line Item Detail</b>				
1 City-wide mailing				175,000.00
		Line Items Total		175,000.00
0006-26 PRINTING	59,500	65,076	63,000	65,500
<b>Line Item Detail</b>				
1 City-wide Envelopes				14,000.00
2 Color Copier Lease and Maintenance Agreement - City Wide				20,500.00

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0006 GENERAL SUPPORT SERVICES**

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&amp;E</i>	<i>2022 Budget</i>
<b><i>Line Item Detail</i></b>				
3 Color Copier Overages				12,000.00
4 Black and White Copier Lease and Maintenance Agreement				19,000.00
		Line Items Total		65,500.00
0006-30 RENTALS	1,500	1,500	1,500	1,500
<b><i>Line Item Detail</i></b>				
1 Postage Meter Rental				1,500.00
		Line Items Total		1,500.00
0006-42 REPAIRS & MAINTENANCE	7,611	7,611	7,611	7,611
<b><i>Line Item Detail</i></b>				
1 Mail Machine				1,500.00
2 Mail Inserter				1,600.00
3 Envelope Slicer Repairs				600.00
4 Cutter maintenance				1,011.00
5 folding machine maintenance				1,100.00
6 Cover Bind Annual Maintenance Agreement				1,800.00
		Line Items Total		7,611.00
0006-68 OPERATING MATERIALS & SUPP	35,300	46,737	35,300	35,555
<b><i>Line Item Detail</i></b>				
1 8 1/2" x 14" 20lb. Copier White Paper				200.00
2 Miscellaneous Stock Paper				12,000.00
3 NCR paper				2,000.00
4 Binding Combs				100.00
5 City-wide office supplies				20,000.00
6 Thermo Bind Covers				1,000.00
7 Photoshop for Graphic Design Specialist				255.00
		Line Items Total		35,555.00
0006-72 EQUIPMENT	0	4,159	1,150	0
<b>Total GENERAL SUPPORT SERVICES</b>	<b>423,275</b>	<b>428,047</b>	<b>428,503</b>	<b>460,558</b>

## PROGRAM DETAIL

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<b>Bureau:</b> Finance	<b>No:</b> 000-02-0602	<b>Department:</b> Finance	<b>Program:</b> General Support Services	<b>Program No:</b> 0006
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### Program Description:

This program provides office supplies, printing, mailing, and office machine repair services to all City bureaus.

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### Goal(s):

To provide efficient management of central stores, printing and mail.

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### Measurable Budget Year Objectives and Long-Range Targets:

- To administer the use of office supplies.
- To continue to explore the most efficient means to process all mail and printing.
- To utilize graphic design skills to increase in-house materials for the public.

***Notes:***